



At Cottage Seven we are taking this plan very seriously. We want to ensure we are able to offer the best in-person option for all of our students. We hope everyone that is a part of our network does the same and we can work together to get through this unprecedented time. Cottage Seven Academy reserves the right to refuse anyone that purposefully challenges the safety plan we have set forth. We are excited to see everyone and want the community to know we are taking every measure to ensure everyone's safety.

Pandemic Health & Safety Plan

Upon entry at Cottage Seven Academy all visitors including students, staff, parents, visitors and district officials will report directly to our health and safety desk. Everyone admitted will be required to wear an approved face covering prior to entry. If more than one guest is entering there will be placeholders on the floor to assist in maintaining the 6 foot space. Everyone will be asked to respond to three questions to verify safety. A contactless thermometer will be used to gauge their temperature. If anyone answers "YES" to any of the three questions or registers a temperature exceeding 99.9 degrees, they will not be admitted into the building. If a student answers "YES" to any of the 3 questions or has a temperature exceeding 99.9 degrees they will be taken to our COVID-19 safety room. They will remain isolated and monitored by staff until they can be picked up from school or other arrangements are made for them.

In the event any person that has been in the school is to test positive for COVID-19 they will not be admitted back into the school until they can show a negative test result or they wait a 14 day period once their symptoms subside.

Every person entering the school will be asked to sign a COVID-19 waiver to ensure everyone's safety.

Sanitization Prior to Opening

- The school building has been closed and unused since 2018
- Classrooms, offices, cafeteria, and any other areas used by staff and students will be sanitized by staff
- Desks, chairs, tables, etc. will be sanitized by staff

Ongoing Sanitization Procedures

- All desks, chairs, and tables will be sanitized after each use/daily
- Each student will have their own desk and materials, used only by that student
- High-touch surfaces (faucets, doorknobs, etc.) will be cleaned throughout the day
- Periodic "fogging" will be conducted in the classrooms bi-weekly or as needed

Flushing Water System & Ventilating the Building

- After sanitizing (see above) is complete, windows will be opened

Staff Training for Health & Safety Plan

- Upon approval of the Pandemic Health & Safety Plan, staff will be provided with a copy of the plan to allow time to review prior to in-service training
- Prior to school opening, staff will review the Pandemic Health & Safety Plan
- Prior to school opening, staff will review and practice daily procedures

Communication to Students & Families

- Upon approval of the Pandemic Health & Safety Plan, parents/guardians will be provided with a printed copy of the plan
- The plan will be posted to the school webpage and Facebook page

Transportation of Students

- Plans vary based on each student's home district's transportation department

Handwashing

- Signs for proper hand-washing procedures will be posted at every sink, where handsoap will also be provided.
- Hand sanitizer will be made available throughout the school

Face Coverings

-*Staff*- all staff are required to wear a face covering when appropriate social distancing is not possible, when communicating with visitors, and in hallways during transition times

-*Family members/visitors*- any visitor will be required to wear a face covering when entering the building or communicating in-person with staff

-*Students*- students will be required to wear face coverings into the building, in the hallway during transition times, and when appropriate social distancing is not possible. The desks will be spaced enough for students to remove masks when working, but they will be required to wear the face covering when out of their seat at any time.

Social Distancing

-*Classrooms*- desks will be spaced 6 feet apart and will face the same direction
- group work areas will be fitted out to meet all requirements for health and safety guidelines

-*Cafeteria*- students will sit at lunch tables 6 feet apart and will face the same direction/sit on the same side of the table

-*Assembly*- chairs will be spaced 6 feet apart and will face the same direction

Visitors

-Visitors will only be allowed when necessary (IEP meetings, intake meetings, parent pick-up, etc.) and will be required to wear a face covering and adhere to social distancing guidelines. They will not be able to visit classrooms (except in the case of school tours when social distancing guidelines will be followed).

Group Interactions

-Students will remain with their assigned teacher/class for the duration of the day.

-Only one class at a time will utilize the hallway or any other common space

Gym/Cafeteria Use

-Only one class will use the gym/cafeteria at a time and students will participate in socially-distanced activities.

-If and when the students play games with closer contact, they will be required to wear their face covering.

Outdoor Activities/Equipment

-Only one class will use gym equipment and individual outdoor spaces at a time

-No more than 25 students will be in the same activity area at one time, all meeting requirements for social distancing

-Any equipment used will be sanitized when done

Monitoring & Isolation of Sick Children

- Each student's temperature will be taken upon arrival at school.
- Any student with a temperature exceeding 99.9 will be isolated in a COVID-19 safety room until they can be picked up by a parent or approved adult.
- The COVID-19 safety room will be sanitized once the student has been picked up.
- The COVID-19 safety room will be a dedicated space to prevent contamination.
- That student will be urged to get tested. If they have a negative test and symptoms subside, they will be permitted back in school. If they test positive or refuse a test, they will be placed in our virtual academy until they self quarantine for 14 days after the symptoms subside.

Protecting High-Risk Individuals

- Face coverings will be required in the building.
- Social distancing guidelines will be followed.

Procedure for Individual Testing Positive for COVID-19

- The student/staff will be urged to get tested. If they have a negative test and symptoms subside, they will be permitted back in school. If they test positive or refuse a test, they will be placed in our virtual academy until they self quarantine for 14 days after the symptoms subside.
- If the student or staff had come in contact with other individuals all procedures will be implemented.
- If there is high risk for school contamination, we will transition the students and staff to virtual academy to allow for everyone to wait the 14 days or get tested and follow testing procedures.

Implementation of Remote Learning

- Google Classroom will be utilized to assign, complete, and turn in assignments.
- Zoom will be used for class meetings, instruction, and counseling sessions.
- Tablets will be provided to students in need.
- If necessary and approved, assignment packets will be provided to students with no internet access.